

STATE OF LOUISIANA
SECRETARY OF STATE

W. FOX McKEITHEN
SECRETARY OF STATE

HELEN J. CUMBO
ADMINISTRATOR



Commercial
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Administrative Services
(225) 925-4704

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(225) 925-4726
(225) 922-0435

Uniform Commercial Code
(225) 342-5542

Fax
(225) 342-7011

TRANSMITTAL INFORMATION
For All Business Filings

Registered agent, officer, entity status information available via the Internet

Business Name (List ***exactly*** as it appears in documents)

Name of person filing document (evidence of filing will be mailed to this person, at address below)

Telephone number

Address

City

State

Zip Code

Mail or deliver the following items to the Secretary of State, at the address below:

- 1) This transmittal form
- 2) Original and one copy of the document
- 3) Filing fee payable to the Secretary of State

Mailing Address: P. O. Box 94125, Baton Rouge, LA * 70804-9125
Office Location: 8549 United Plaza Blvd., Baton Rouge, LA * 70809
Web Site Address: www.sec.state.la.us

Enclose \$25 filing fee
Domestic Limited Liability Company
Make remittance payable to
Secretary of State
Do Not Send Cash

Limited Liability Company Name: _____

Notice is hereby given that the above named limited liability company has authorized a change in the location of its registered office, in accordance with the articles of organization or operating agreement. The new registered office is located at:

Notice is hereby given that the above named limited liability company has authorized the change of its registered agent(s), in accordance with the articles of organization or operating agreement. The name(s) and address(es) of the new registered agents(s) is/are as follows:

I hereby acknowledge and accept the appointment of registered agent(s) for and on behalf of the above named limited liability company.

(See instructions on back)

INSTRUCTIONS

1. This form is to be used when an existing domestic limited liability company changes the location of its registered office or changes its registered agent(s), or both.
2. The Change of Location of Registered Office or Change of Registered Agent(s) must be signed by a manager, if management of the limited liability company is vested in one or more managers, or by at least one member, if management of the limited liability company is reserved to the members.
3. The new registered agent(s) must sign the acknowledgement and acceptance of their appointment before a notary public.
4. A registered agent may change his address in this state by signing a statement which includes the following:
 - a. The name of the limited liability company for which the change is effective.
 - b. The old and new addresses of the registered agent.
 - c. The date on which the change is effective.

If the old and new addresses of the registered agent are the same as the old and new addresses of the registered office, the statement may include a change of address of the registered office if:

- a. The registered agent notifies the company in writing.
- b. The statement recites that the registered agent has done so.